

1.2.4.1 The General Format of an Answer to a Query Follows:

To: (person or number of person making request)

Category: (000 to 255; to search all categories one would use 000. The category number refers to a list of categories that would be used to subdivide the file, i.e. 002 might be Cancer-tobacco use)

Descriptors: (terms used by the user to search for this document; this list of terms or single term would also be associated with the weight number(s) and the threshold value ascribed to the search that would determine retrieval items)

Accession numbers: (accession numbers will be presented to enable the user to find the document in the aperture card file. The accession numbers will be unique for documents and will be designed to show the year of acceptance into the system as well as the sequential number given to the document in that year, i.e. 6600024 The first two digits refer to the year and the next five digits refer to the number of the document for that year.)

1.3 Continual Operation of the IS&R System

The entire IS&R system is designed so that all rules and regulations for abstracting, scanning, searching, indexing, etc., are written and therefore the operation is not dependent upon any person or even a company. Operation of the entire system can be continued for Covington & Burling or for other Tobacco Industry lawyers by other companies, if it is so desired at some future date.

1.4 General Examples of Typical Questions that could be asked by the User

"Give me all articles written by P. Q. Smith only when he was the senior author, and when he wrote about paper filters and lung cancer."

In the above example the keys to the articles are underlined. All information for documents that were indexed using all of these terms would be retrieved.